

## COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS DEPARTMENT OF CORRECTIONS



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Part	Section	Subject	Policy No.	Review Date
Institutional	Security and	Male General Population	3.1.27	!
Operations	Control	Housing Unit	Supplied to the first	
ACA Standards	3-ALDF-3A-05 Written Post Order for Every Post; 3-ALDF-3A-06 Written			
	Post is Read by Officer and respect to a matter of the control of			
Consent Decree	Paragraph 54 Develop Facility Policies and Procedures			

## **Equipment Inventory:**

Assigned officer to the Housing Unit must conduct a mandatory equipment inventory to ensure that all Housing Unit equipment is functional and accounted for. Inventory must be logged in the Housing Unit's logbook. The following equipment is issued to the Housing Unit and must be accounted at all times:

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- 1-hand held radio
- 1-duress alarm
- 1-quitman logbook

## Post Overview/General Instructions: "This is not an Armed Post"

The Housing Unit officer will abide with all DOC rules and regulations and ensure that the Housing Unit is kept clean, safe and secure at all times. After briefing, the incoming officer will report immediately to the Housing Unit. The outgoing officer will brief the incoming officer regarding the post to include the following: Immate/Detainee bunk assignment, headcount, conditions, intelligence information, medication and disciplinary detention. Any discrepancy found by the incoming officer is to be reported to Central Control and the housing sergeant, and a written entry must be made in the housing logbook. Entries made in the logbook shall be in chronological order and written in a legible manner. Inmates shall be supervised at all times using Direct Supervision concept.

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Routine headcounts and periodic checks shall be conducted, and logged and reported to Central Control when post is assumed. Whenever a cell or any door is closed, the assigned officer must push & pull to ensure that it its secured.

The Officer assigned to the Housing Unit will make an entry on the Post Logbook stating that the Post Order was read and understood. Officers assigned to the Housing Unit must ensure that all issued equipment is used as intended, functional and accounted.

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Night Shift	Day Shift	PATER SANGED RESIDENCE Duties AND REF
0600		Lights On/Headcount/Personal Grooming
0630		Stand Up Count
0630		Breakfast Delivery
	0700	Post Takeover/Headcount
	0730	Breakfast Completion
१६० हिंदी हर हो र	0800	Médication Rounds
	0800	Routine Headcount
:	0830	Housing Unit Inspection of the state of the
	0900	Laundry Pick-up (see laundry schedule)
The state of the s	0900	Routine Headcount
	1000	Routine Headcount
	1100	Routine Headcount
	1130	Lunch delivery
	1200	Routine Headcount/Medication Rounds
and a property of the second	1230	Lunch Completion/ Clean-up
رمين من سيد معرب مريد أومريز معا إور	1300	Routine Headcount
en de la composition	1400	Routine Headcount/Recreation
	1500	Routine Headcount/Recreation Complete
	1600	Routine Headcount
	1600	Housekeeping
	1630	Dinner Delivery
	1700	Routine Headcount
	1700	Housing Unit Inspection
	1730	Dinner Completion/Clean Up
<u>ogh mái gais</u>	. 1800	Routine Headcount/Shower
1900	namana sai s	Post Takeover/Headcount/Shower Completion
1930	Latin de Carel	Stand Up Count game and a standard present that the substantional country
2000		Routine Headcount hydracytes who should be sure, our subsection
		Routine Headcount with affects the took to be very fitting account to
1966 <b>2000</b> 2517	Address St.	Routine Headcount/Medication Rounds
2145	ekiya an-ar	Lockdown Announcement well best of whether A feature from a striken
	area, amegara (el	Headcount/Lights Off/ Lockdown: Antilize Late the Late to the late
2300-0500	1	Routine headcount & Security checks every hour and the security checks every hour

## **Unscheduled Duties:**

- A Emergency Medical Runs go from the confined and Here a by Mr. officing for a standard armself
- A Medical/Dental Runs in Locality of specific on the larger of complete the appearance from works to make it

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- Court Runs
- Out-door Recreation
- ed. Indoor Recreation and sentence of the resolution of the first reduced between the fifth and the
- Visitation (see Visitation P&P schedule) resulting the Albert Annual Conference of the Albert
- Telephone (see telephone schedule) nonneur bras (ntostrone). Belamerican la, a. di Monrepiase Loader
- Inmate Programs
- Television (see schedule)
- Key Malfunction (refer to Control and Use of Key P&P)
- Random Checks

Prepared By: John M. Ayugu Date

Deputy Director of Corrections

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Director of Corrections

Authorized By: John S. Tenotio

John M. Ayugu Date

Date

10/27/74

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Date

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